TEXAS DEPARTMENT OF PUBLIC SAFETY
Request for Driver's License Record Information
For
Annual / Pre Employment School Bus Drivers

Authority for Data Collection: Texas Transportation Code Ann. § 521.022 (Vernon 1996); Title 37, Texas Administrative Code, § 14.14.
Planned Use of the Data: Driver's license evaluation to determine school bus driver eligibility.
THESE RECORDS ARE CONFIDENTIAL -- DO NOT PROVIDE THESE RECORDS TO ANYONE FOR ANY OTHER PURPOSE.
Instructions: Provide the requested information for all personnel who will operate a school bus transporting pupils at any time during the school year. One copy should be retained by the school district. **Each block must be completed**. This service is provided free of charge. The record you receive will be a Type 4 driving record. For further information, contact the School Transportation Division at (254) 759-7111. **(SEE NOTE BELOW)**

Texas Driver's License No.	Name			Date of Birth		
(8 digits)	Last	First	MI	MM	DD	YY

Name of School & Contact Person	Mailing Address	Telephone Number	Date

Submit request to: Texas Dept. of Public Safety
School Bus Transportation
1617 East Crest Drive
Waco, TX 76705-1598
Rev. 11/03 Or Fax to (254) 759-7238

PLEASE NOTE; Annual checks may be submitted at anytime during the school year. However, **we do encourage you to schedule your annual checks during the spring or beginning of fall of each school year**. This would free up the summer months for our technicians to fill the pre-employment requests in a timely manner before school starts.